

**U.S. DEPARTMENT OF STATE**  
**U.S. EMBASSY Juba**  
**Notice of Funding Opportunity**

Funding Opportunity Title:	Embassy Juba Public Affairs Grant Program
Funding Opportunity Number:	PAS-JUBA-20- 002
Deadline for Applications:	August 31, 2020
CFDA Number:	19-040
Total Amount Available:	Up to \$130,000

**A. PROGRAM DESCRIPTION**

The U.S. Embassy Juba announces an open competition for organizations to submit applications to carry out specifically two defined programs that promote diversity, tolerance, and peacebuilding or democracy and governance.

**Program Objectives:**

The Public Affairs Section (PAS) seeks proposals for a grant that work in the following areas:

- Diversity, Tolerance, and Peacebuilding: PAS is seeking a proposal for a cultural arts program that could include musical performances by artists; dance groups, comedy, spoken word, drama, and an art exhibition. The program should take place in Juba and should promote diversity, tolerance, and peace building to an audience that includes youth.
- Democracy and Governance: PAS is seeking a proposal for a pre-service practical, skills-based training program in the field of journalism. The program should conclude with an internship program and assistance in job placement.

**B. FEDERAL AWARD INFORMATION**

Length of performance period: 3-12 months

Number of awards anticipated: up to 2 awards (dependent on amounts)

Award amounts: Awards may range from a minimum of \$5000 to a maximum of \$100,000

Total available funding: Up to \$130,000

Type of Funding: FY20 Smith Mundt Public Diplomacy Funds

Anticipated program start date: September 25, 2020

**This notice is subject to availability of funding and potential applicants are urged to consult with PAS regarding the funding available for each project.**

**Funding Instrument Type: Grant**

**Program Performance Period:** Proposed programs should be completed in 12 months or less.

**C. ELIGIBILITY INFORMATION**

1. Eligible Applicants

The following organizations are eligible to apply:

- South Sudanese Not-for-profit organizations, including think tanks and civil society/non-governmental organizations

2. Cost Sharing or Matching

Cost sharing will be considered in reviewing applications, but is not required.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration

**U.S. DEPARTMENT OF STATE**  
**U.S. EMBASSY Juba**  
**Notice of Funding Opportunity**

on [www.SAM.gov](http://www.SAM.gov). Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

## **D. APPLICATION AND SUBMISSION INFORMATION**

### **Content of Application**

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars

The following documents are **required**:

**1. Summary Page:** Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

**2. Proposal:** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization or individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies. Strong preference will be given to institutions with a proven track record administering programs similar to the proposal submitted.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

**U.S. DEPARTMENT OF STATE**  
**U.S. EMBASSY Juba**  
**Notice of Funding Opportunity**

**Required Registrations:**

Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- [www.SAM.gov](http://www.SAM.gov) registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email [NCAGE@dlis.dla.mil](mailto:NCAGE@dlis.dla.mil) for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto:

<https://www.sam.gov> . SAM registration must be renewed annually.

**1. Submission Dates and Times**

Applications are due no later than August 31, 2020

Application can be submitted by email to [Jubapas@state.gov](mailto:Jubapas@state.gov) or drop a hard copy in a sealed envelope addressed to:

**Public Affairs Officer**

PAS Section

American Embassy

Juba, South Sudan

**E. APPLICATION REVIEW INFORMATION**

**Criteria**

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

**U.S. DEPARTMENT OF STATE**  
**U.S. EMBASSY Juba**  
**Notice of Funding Opportunity**

**Quality and Feasibility of the Program Idea:** The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

**Organizational Capacity and Record on Previous Grants:** The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

**Project's Relevance to Embassy Goals:** How well does the project address one of the thematic areas listed in this Notice.

**Budget:** The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

**Sustainability:** Program activities will continue to have positive impact after the end of the program.

**1. Review and Selection Process**

A Grants Review Committee will evaluate all eligible applications.

**F. FEDERAL AWARD ADMINISTRATION INFORMATION**

**1. Federal Award Notices**

The grant award will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

**Payment Method:** Payments will be made by Electronic Funds Transfer based on a scheduled negotiated with the grantee

**2. Administrative and National Policy Requirements**

**Terms and Conditions:** Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at: <https://www.statebuy.state.gov/fa/pages/home.aspx>

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

**3. Reporting**

**Reporting Requirements:** Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

**U.S. DEPARTMENT OF STATE**  
**U.S. EMBASSY Juba**  
**Notice of Funding Opportunity**

Applicants should be aware of the post award reporting requirements reflected in [2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#).

**G. FEDERAL AWARDING AGENCY CONTACTS**

If you have any questions about the grant application process, please contact: [Jubapas@state.gov](mailto:Jubapas@state.gov)

**H. OTHER INFORMATION**

**Guidelines for Budget Justification**

**Personnel and Fringe Benefits:** Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

**Travel:** Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

**Equipment:** Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

**Supplies:** List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment. Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

**Other Direct Costs:** Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

**Indirect Costs:** These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

**“Cost Sharing”** refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues. **Alcoholic Beverages:** Please note that award funds cannot be used for alcoholic beverages.